



DEPARTMENT OF COMMUNITY DEVELOPMENT  
 102 Roadrunner Drive  
 Sedona, AZ 86336

Tel: 928-282-1154  
 Fax: 928-204-7124

LDP # _____
Date Recv'd _____
Fee Received \$ _____
Initials _____

## LAND DIVISION/COMBINATION PERMIT

This application is for:     LAND DIVISION PERMIT                       LAND COMBINATION PERMIT  
 Application fee is **\$50.00**

**Note:** Complete the Land Division/Combination Permit form and the appropriate forms for the county in which your property is located.

In order to ensure that a minor land division or combination of land complies with applicable zoning regulations, does not create land locked parcels and does not constitute a subdivision, a Land Division/Combination Permit must be obtained prior to the combination of more than one parcel, the division of a parcel into two or three separate parcels either by recording of a contract of sale or deed of conveyance, or the split of a tax assessor parcel.

**A pre-application meeting with a staff member is mandatory to determine submittal requirements.**

**Owner/Application Information:**

Owner/Applicant Name \_\_\_\_\_ Owner? Yes  No

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

Location/address of subject parcel \_\_\_\_\_

Assessor's Parcel Number(s) \_\_\_\_\_  
 \_\_\_\_\_

Zoning District \_\_\_\_\_

Have you checked with your Home Owners' Association (if applicable)?      Yes  No

Legal Description of existing property or properties (from current deed): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Existing access and utility easements (if applicable): \_\_\_\_\_  
 \_\_\_\_\_

Attach 2 maps of appropriate scale showing property lines, boundaries, dimensions, bearings and total acreage for existing and proposed parcels. Existing site improvements including buildings, accessory structures and retaining walls should also be shown. Represent current conditions with a solid line (\_\_\_) and proposed conditions with a dashed line (----).

**Legal description of newly created parcel or parcels\***  
*(Attachments may be provided)*

**1. Owner** \_\_\_\_\_  
**Legal Description** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Proposed access and utility easements** \_\_\_\_\_  
\_\_\_\_\_

**2. Owner** \_\_\_\_\_  
**Legal Description** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Proposed access and utility easements** \_\_\_\_\_  
\_\_\_\_\_

**3. Owner** \_\_\_\_\_  
**Legal Description** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Proposed access and utility easements** \_\_\_\_\_  
\_\_\_\_\_

Owner(s) signature(s) \_\_\_\_\_ Date  
\_\_\_\_\_ Date  
\_\_\_\_\_ Date

*\* For a Land Combination Permit application, use section 1.*

**FOR OFFICE USE ONLY**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

**DIRECTOR ACTION:**

Approved

LDP: \_\_\_\_\_

Denied

**Denial based upon the following findings:**

The parcels which would result from the land division do not conform to applicable zoning regulations.

The division of land would result in a subdivision as defined in the City of Sedona Land Development Code.

One or more of the resulting parcels is landlocked.

Director's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



PAMELA J. PEARSALL, ASSESSOR  
RONALD D. GIBBS, CHIEF DEPUTY

[www.co.yavapai.az.us](http://www.co.yavapai.az.us)

1015 FAIR STREET, PRESCOTT – PHONE 928.771.3220 – FAX 928.771.3181  
10 S. 6<sup>TH</sup> STREET, COTTONWOOD – PHONE 928.639.8121 – FAX 928.639.8104

## **Guidelines for Combinations of Parcels**

1. The names of the individuals holding title on each parcel must match exactly.
2. The type of ownership on the titles must be the same. Example: either the owners hold all parcels in joint tenancy, community property, or any other type of estate or interest. If being held as tenants in common, all owners must sign. If held as a trust, owners must sign as trustees of said trust.
3. The tax districts of these parcels must be the same.
4. Approvals must be met by Planning & Zoning in the City, Town or County, whichever applies.
5. If one parcel is a lot parcel and one is a metes and bounds parcel, a letter from the homeowner's association of the subdivision approving the combination is required.
6. If the lots are from different subdivisions, letters from each homeowner's association approving the combination is required.
7. Parcels that have open agreements may be combined. If there is an agreement, both vendor and vendee must be exactly the same on all parcels, and a letter of approval must be submitted from the vendor. Example: Cattleman's Agreements
8. Parcels that are non-contiguous or separated by dedicated rights-of-way cannot be combined.
9. Owners must sign an agent authorization form if an agent is to act on their behalf.
10. Recently recorded transfers must have a conformed copy attached to the request. This does not apply to current existing parcels.
11. Property taxes must be paid in full prior to existing parcels being deleted from the tax roll.



PAMELA J. PEARSALL, ASSESSOR  
RONALD D. GIBBS, CHIEF DEPUTY

www.co.yavapai.az.us

1015 FAIR STREET, PRESCOTT – PHONE 928.771.3220 – FAX 928.771.3181  
10 S. 6<sup>TH</sup> STREET, COTTONWOOD – PHONE 928.639.8121 – FAX 928.639.8104

### REQUEST FORM TO COMBINE PARCELS

I hereby request that the parcels listed below be combined into a single parcel for tax year \_\_\_\_\_.

**\*This request will not be processed unless you:**

1. Obtain all approvals with city and county entities.
2. Have identical ownership on the parcels to be combined.

Parcel Number(s)	Residential	Vacant	Agricultural	Commercial	Acreage
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Will the result of this combination be used to request a permit?  Yes  No

OWNER'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

OWNER'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

PRINTED NAME (OWNER) \_\_\_\_\_ Date \_\_\_\_\_

AGENT\* \_\_\_\_\_ Date \_\_\_\_\_

\*Authorization form must be attached

Phone Number \_\_\_\_\_

Agent Phone Number \_\_\_\_\_

**\*NOTE:**

**IF THERE IS AN ENCUMBRANCE OR DEED OF TRUST ON ANY OF THE PARCELS BEING COMBINED, IT IS YOUR RESPONSIBILITY TO NOTIFY THE LENDING INSTITUTION OF THIS CHANGE IN THE EVENT THEY ARE IMPOUNDING MONIES FOR PAYMENT OF TAXES. THIS FORM WILL NOT CHANGE ANY PREVIOUSLY RECORDED DOCUMENTS' LEGAL DESCRIPTIONS.**

By signing this request you understand the original parcel numbers will have taxes due for \_\_\_\_\_. The new parcel number assigned will not have a tax bill until the \_\_\_\_\_ tax year. \_\_\_\_\_ Initial

PLANNING & ZONING CITY OR COUNTY  
You must contact P&Z

APPROVALS: \_\_\_\_\_ Date \_\_\_\_\_

#### CHECKLIST FOR ASSESSOR'S OFFICE ONLY

- Names match exactly on parcels
- Ownership type matches on parcels
- Tax districts match on parcels
- Parcels are contiguous
- ALL Taxes must be paid in full prior to approval

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Subdivision \_\_\_\_\_

- Request form signed by owner
- If agent; agent authorization form

Date of approval/Initials \_\_\_\_\_

#### CARTOGRAPHER'S USE ONLY

New Parcel Number: \_\_\_\_\_

Locator Attached

Revised 3/9/2010

**PAMELA J. PEARSALL**  
Assessor

**RONALD D. GIBBS, CAE, AAS**  
Chief Deputy



10 South 6<sup>th</sup> Street  
Cottonwood, Arizona 86326  
Phone (928) 639-8121  
Fax (928) 639-8104

**YAVAPAI COUNTY ASSESSOR**  
1015 Fair Street - Prescott, Arizona 86305  
Phone (928) 771-3220  
Fax (928) 771-3181  
[www.co.yavapai.az.us](http://www.co.yavapai.az.us)

## **INFORMATION SHEET FOR SPLITTING PARCELS**

To split your parcel by deed:

- 1) If the property to be divided is in an unincorporated area you should contact Development Services regard splitting your parcel, 928-771-3214. If your property to be split is in an incorporated town or city you should contact the Planning / Development Services office for that municipality. From these offices you should be able to determine any regulations or requirements so your new parcels will conform to the zoning requirements.
- 2) Obtain new property descriptions for the parcel(s) you wish to split. You may wish to consult a surveyor, title company or attorney for assistance in preparing the descriptions.
- 3) Obtain the correct deed form to use to for the property division. An office supply or title company will be able to supply you with the correct deed form. To determine the way you wish to hold title consult a title company of an attorney.
- 4) Prepare the deed form by filling in the grantor and grantee information. If you are deeding the property to another party you or the entity holding title will be the grantor and the person or entity receiving the property will be the grantee. If you will be retaining the property but dividing the property you or the entity holding title will be both grantor and grantee. Signatures of the title holders will need to be notarized.
- 5) The completed deed will include the cover sheet with the grantee and grantor information and notarized signatures and one or more property descriptions. You can use one deed with multiple descriptions or several deeds with individual descriptions.
- 6) The completed document will then be recorded in the Yavapai County Records Office (928-771-3244).
- 7) If you need new Assessor's Parcel Numbers (APN) for permits obtained CONFORMED copies of the deeds from the Yavapai County Records Office and forward them to the Assessor's Cartography Division. Documents may be dropped off in Cartography any day but they will be worked on the following Thursday.

### **Alternative Split Method**

If you received land by several property descriptions you may request that your parcel be divided into multiple parcels matching the recorded descriptions. The Yavapai Assessor's Office, Title Transfer Division will help you with a "Request to Split" sheet. The "Request to Split" sheet will be forwarded to the Assessor's Cartography Division for processing on the following Thursday

**PAMELA J. PEARSALL**  
Assessor

**RONALD D. GIBBS, CAE, AAS**  
Chief Deputy



10 South 6<sup>th</sup> Street  
Cottonwood, Arizona 86326  
Phone (928) 639-8121  
Fax (928) 639-8104

**YAVAPAI COUNTY ASSESSOR**  
1015 Fair Street - Prescott, Arizona 86305  
Phone (928) 771-3220  
Fax (928) 771-3181  
www.co.yavapai.az.us

**AUTHORIZATION TO SPLIT PARCELS**

I, the undersigned, hereby request that parcel # \_\_\_\_\_ be split for the tax year \_\_\_\_\_ into \_\_\_\_\_ parcels as shown in Subdivision \_\_\_\_\_ Lots \_\_\_\_\_ or in Book \_\_\_\_\_ and Page \_\_\_\_\_ of official records recorded in the office of the Yavapai County Recorder. I understand that laws, ordinances and regulations of the State, Cities, and Towns may require additional information and action on my part.

Location of Existing Buildings

And/or configuration of Lots

\_\_\_\_\_  
CURRENT TITLE HOLDER (PLEASE PRINT)

\_\_\_\_\_  
OWNER'S SIGNATURE/AGENT\* DATE  
\*Authorization Form Must Be Attached

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
APPROVED BY DATE

**NOTE:**  
**IF THERE IS AN ENCUMBRANCE OR DEED OF TRUST ON ANY OF THE PARCELS BEING SPLIT, IT IS YOUR RESPONSIBILITY TO NOTIFY THE LENDING INSTITUTION OF THIS CHANGE IN THE EVENT THEY ARE IMPOUNDING MONIES FOR PAYMENT OF TAXES.**

*FOR CARTOGRAPHERS USE ONLY*

